

**(UNIT LETTERHEAD)**

**(OFFICE SYMBOL)**

**(DATE)**

**MEMORANDUM FOR RECORD**

**SUBJECT: Security Clearance Verification**

1. I have seen the computer generated DA Form 873, Certificate of Clearance and/or Security Determination, issued by the US Army Central Personnel Clearance Facility on **(DATE)** stating that **(NAME / SSN)** has a security Clearance at the **(TOP SECRET or SECRET or CONFIDENTIAL)** level based on a **(SBI or NACI or NAC or ENTNAC)**. The original DA Form 873 is on file in the soldier/applicant's MPRJ.

Date Investigation Completed: **DD MMM YYYY**

Date Final Clearance Granted: **DD MMM YYYY**

**JOHN E. DOE**  
**RANK, LAARNG**  
Title